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15 May 1962

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : (a) Executive Committee Meeting --  
Monday Afternoon  
(b) Staff Meeting -- Tuesday Morning

1. The question has been raised as to why we have an Executive Committee Meeting on Monday afternoon followed by a Staff Meeting consisting of approximately the same personnel the first thing the next morning. The purpose of this memorandum is to delineate the functions of these two bodies and to seek your approval of the principles governing the agendas.

2. The Executive Committee is primarily designed to be a policy and planning group which will meet regularly to review the important activities of the Agency and to recommend to the Director action. It is a deliberative body in that the primary purpose of the presentations to it is to evoke discussion in an effort to arrive at a decision. It will deal with all types of matters, e.g., whether capital  should be increased, or at the other extreme, whether the Agency should pay overtime to personnel above certain grades. While the Financial Policy and Budget Committee will consider in the first instance plans and programs and new projects, the Executive Committee will be the body that will place the stamp of approval on the recommendations of the Financial Policy and Budget Committee. In effect, these two committees will replace the old Project Review Committee. By a similar token, the Executive Committee should devote at least one session bi-monthly, or perhaps even more often, to considerations of personnel policy, personnel management, and even promotions in the super grade area. In this fashion the Executive Committee will replace the Career Council and the Super Grade Board.

3. The weekly Staff Meeting is more of an informative session at which matters of a broad general interest to the Agency are presented for the information of those present rather than necessarily for action. On the other hand, it is quite possible that

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action will be taken at the Staff Meeting, where such a step is indicated; e. g., the focal point for Agency action on Presidential trips abroad. Both the Executive Committee Meeting and the Staff Meeting serve to replace the three times a week meeting of the Deputies held by the previous Director.

4. As to persons attending the two meetings, the ten statutory members (including the Chairman) of the Executive Committee Meeting also attend the Staff Meeting. In addition to these ten, the A/DDP, AD/CI, Assistant for Coordination, Assistant to the DCI (Col. Grogan) also attend the Staff Meeting and are often supplemented by others who are making special presentations. Previously we used to hold a monthly meeting of the heads of all components -- approximately 35. It might be feasible to expand the weekly Staff Meeting to include all of these, now that we are in a single building, or to reduce the number of Staff Meetings to bi-weekly or monthly.

5. I feel quite strongly that periodic meetings at which the command echelon in the Agency can make its presence and views felt by the working level are most important. I believe that if these meetings are held as infrequently as monthly, the impact is not sufficiently great, especially when inevitably the DCI and/or DDCI will miss some of the monthly meetings. I therefore recommend that we expand the present Staff Meetings to include the heads of all major components and hold them bi-weekly.



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✓ Lyman B. Kirkpatrick  
Executive Director

cc: ~~DD/P~~  
~~DD/I~~  
~~DD/R~~  
~~DD/S~~  
~~Comptroller~~  
~~I. G.~~  
~~General Counsel~~  
~~AD/NE~~  
~~Asst. for Coordination~~

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2	Exec. Dir	LBK	22 May		
3					
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
<p><i>I have made copies for members of the Executive Committee, and will distribute if you wish.</i></p> <p style="text-align: right;"><i>LBK</i></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <i>OK - I agree</i>  <i>[Signature]</i> </div>					
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